

Stages of a Design Manual Revision

A Need is Identified

Design Manual revisions are related to emerging concepts, new state or federal legislation, and comments forwarded to us by designers. Some revisions are simple spot changes, while others are major chapter rewrites. For substantial policy revisions, two review periods are used as outlined below.

1. Policy Review

This first review is the critical policy formation period. It is the time that regions and HQ orgs comment on draft policy revisions. Region points of contact help ensure a complete review by asking people in their region to review and comment. The POC then sends a unified response to the chapter lead in the HQ Design Office representing their region's concerns and comments. Any conflicting comments within their region are handled by the POC before comments are sent to HQ.

This review period is typically 3–6 weeks, depending on complexity. After POCs send their review files back to HQ Design, the files are posted online for everyone to see.

Using region points of contact is a new development being implemented with the December 2009 revision process.

Incorporating Policy Review Comments

The HQ chapter lead receives all the comments and merges them into one document and posts it online. This prepares the chapter for the final grammar and clarity review.

2. Final Review / FYI posting

The intent of this procedure is to make sure the policy changes are clearly understood and to eliminate surprises at the time of publication. During this period, additional policy revisions are not solicited. Since POCs engaged active participation within their regions during the prior review, this review amounts to a FYI/ clarity process. A notice is sent to members of these two email lists: WSDOT DM Review TO and WSDOT DM Review CC.

- **Final Draft:** Comments related to grammar and clarity are evaluated and incorporated into the final product.
- **Approvals:** The State Design Engineer approves the chapter revision and a memo is sent to FHWA seeking concurrence for use. This process takes a few weeks.
- **Approved Chapter Posted:** After FHWA concurrence, the chapter is posted online and made available for use prior to the publication date. The chapter officially becomes effective at the time of electronic publication of the entire revision package.

Design Manual chapters that are in effect will always be posted here by Engineering Publications:
<http://www.wsdot.wa.gov/Publications/Manuals/M22-01.htm>